

# Contracted Hours vs. Worked Hours

## Employees, Managers & HR Professionals



### Offsetting/Balancing Hours on a Timesheet

- ◆ The People First system looks for hours on a timesheet to match the contracted/scheduled hours for the Employee.
- ◆ If an Employee is scheduled for 40 hours within a week, the timesheet must account for 40 hours of at least one hours type.

*For example: Employee's contracted/scheduled hours are 40 hours per week. The actual hours recorded on the timesheet are:*

- ◆ 24 regular hours (Hours Type 1000)
- ◆ 8 paid leave hours
- ◆ 8 unpaid leave hours

**ACTUAL HOURS SUBMITTED MUST EQUAL SCHEDULED/CONTRACTED HOURS FOR A TIME PERIOD**

### Employee Checklist

- Do my total hours entered balance with my total contracted/scheduled hours?
- Did I record the time-off that I took during this pay period, including any unpaid leave?
- Did I allocate my hours worked to the appropriate charge object or project if required by the agency or position?
- Did I submit my time for approval?

### Holiday Hours

In general, paid holiday hours (Hours Type 1005) are recognized by the People First system. There are some distinctions:

- ◆ **Paid Holiday NOT Scheduled to be worked by an Employee (non-OPS):**
  - ◆ The default scheduled hours (Hours Type 1000) on the timesheet should be 0. Do **not** enter work hours on a paid holiday on which you did not work.
  - ◆ The People First system will automatically calculate the appropriate number of holiday hours to be credited to the employee. Employees must enter the actual hours worked or leave taken (paid or unpaid) to meet their contracted hours for the week.
- ◆ **Paid Holiday worked by an Employee (non-OPS):**
  - ◆ If an Employee is eligible for and worked on a paid holiday, s/he must enter the actual hours worked for that day, using the correct hours type.
  - ◆ The People First system will automatically calculate the appropriate number of holiday hours to be credited to the employee.

### Employee Checklist

- ◆ There are multiple variations to the combination of hours types that apply based on an Employee's Organizational Work Assignment, e.g., SES, CS, Excluded/Included, OPS. If you are uncertain of your personal information, you can find it by following the instructions for "Viewing My Work/Personal Information."